



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY

POSITION TITLE: Housekeeping Aid

ANNOUNCEMENT #: MP-11-0075-ML

DIVISION: Facilities Management Service

LOCATION: Portland Division

SERIES & SALARY RANGE: GS-3566-2, 13.76-16.08/hour

OPEN DATE: 2/22/2011

CLOSE DATE: 3/14/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time,

WHO MAY APPLY:

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement
- Federal Career/Career Conditional Employees and Reinstatement eligibles
- Individuals eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouses (See conditions of employment).
- Schedule A applicants (See conditions of employment).
- VRA eligible applicants (See conditions of employment).

BARGAINING UNIT POSITION: YES

MAJOR DUTIES: Incumbent must use, move, and control heavy equipment. Incumbent is responsible for the operation of auto scrubbers, sweepers, pressure washers, carpet extractors, high speed and low speed buffers on a required basis. Incumbent also uses furniture-moving equipment, including dollies, hand trucks, flatbeds carts, etc. Frequently lifts objects weighting over 40 pounds and occasionally over 50 pounds. Position requires that all equipment used is cleaned and stored in proper location after use. Performs minor maintenance on vacuum cleaners, power scrubbers, buffers and polishers. Care is required to avoid serious injury when working with chemicals and equipment. Worker is exposed to vibration and skin irritations. Duties include sweeping, mopping, dusting, cleaning restrooms and showers, stripping and refinishing floors, washing windows and walls, vacuuming and cleaning carpeting, terminal cleaning, discharge cleaning and equipment care. Performs other related duties as assigned. Incumbent must have a thorough knowledge of accepted cleaning methods and practices, including cleaning techniques, proper applications of chemicals used and infection control practices. Is responsible for properly completing daily housekeeping duties to maintain an acceptable level of environmental sanitation. Incumbent is responsible for arranging daily duties around the designated activities of the assigned area to prevent disruption of service. Uses heavy equipment in a safe manner.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualifications Standards](#) for WG-3566 series applies. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see "Basis of Rating" below).
 - **Basic Requirements:** Must be a U.S. citizen.
 - **Basis for Rating: Knowledge, Skills and Abilities**
On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position: (Applicants who clearly fail to meet the screen-out element will be rated ineligible without further review of their applications since this element measures the critical ability needed to successfully perform the duties of the job).
1. Ability to do the work of a housekeeping aid without more than normal supervision. Screen out Element (Describe your work experience as a janitor/custodian in an office, hospital or any other facility, your work assignments as

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related to setting up a conference room, working in a clinical environment, and sanitizing a building or area for renovation.)

2. Demonstrate the ability to use and verbalize standard precautions. (Describe the task involved in operating equipment in a busy/high traffic area, the different types of housekeeping equipment used in a hospital setting).
3. Ability to prioritize in high pressure environment. .
4. Ability to work safely and with dexterity while performing housekeeping duties. (Describe your knowledge of proper body mechanics while lifting heavy (25 lbs+) objects. Describe the safety training during your most recent/current employment.)
5. Ability to follow oral and written directions. (Give examples of your ability to follow oral or written instructions/directions.)
6. Ability to terminally clean patient area. (Describe your knowledge of accepted cleaning methods and practices, including techniques, proper application of chemicals and infection control practices).

CONDITIONS OF EMPLOYMENT:

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligible will be considered well qualified if they can perform the duties of the position at the full performance level and the full range. operation of auto scrubbers, sweepers, pressure washers, carpet extractors, high speed and low speed buffers. The proper use of furniture-moving equipment, including dollies, hand trucks and flatbeds carts. Proper equipment maintenance, cleaning and storage after use. The knowledge of accepted cleaning methods and practices, including cleaning techniques, proper applications of chemicals used and infection control practices.

Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most Abirecent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- Noncompetitive Appointment of Certain Military Spouses

- Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
- Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
- Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.

- **Schedule A** special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at www.opm.gov/disability/aboutus.asp

- **VRA (Veterans Recruitment Act):** VRA eligibility applies to the following categories: Disabled Veterans, Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized, Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded and Veterans separated from active duty within the past 3 years.

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

- Applicants without prior federal service will be appointed at step one of the grade

- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the [Selective Service](#) System, unless you meet certain exemptions.

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- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

- A drug test may be required for an applicant who is tentatively selected.

- A pre-employment physical examination will be required for an applicant who is tentatively selected.

- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/21/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 3/21/2011)
4. Updated application; [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

All Other Applicants Must Submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference: (Required if Veterans Preference is being used for status)
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later) (if applicable)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. Copy of latest performance appraisal (if applying as a current federal employee)
7. Responses to the KSA's. Candidates are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.

All application packets must be received in Human Resources by Close of Business (COB) on 3/14/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0075-ML

- Received by Fax to: 503.273.5029 ATTN: MP-11-0075-ML

- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0075-ML

- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit:

[Portland VA Human Resources](#) or [USAJobs](#).

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